

**PROPOSAL
CITY OF NORTHAMPTON
COMMUNITY DEVELOPMENT BLOCK GRANT
24th YEAR (JULY 1, 2007 - JUNE 30, 2008)**

***Required Information**

***Applicant/Organization:** _____
(The entity empowered to execute the contract)

***Address:** _____

Contact Person: _____ **Telephone:** _____

***Federal Tax Identification Number:** _____

***Applicant Unit:** _____
(Component of the Applicant that is functionally separate and will be carrying out the activity)

***Address:** _____

***Contact Person:** _____ *** Telephone:** _____

***E Mail:** _____

Type of Applicant:

_____ Not-for Profit Organization

_____ Municipal Department

_____ For-Profit Organization

_____ Neighborhood Group/Association

_____ Other (please specify)

Project Name: _____
_____ new project (never before funded) _____ on-going (previously funded)

Project Description: (1 or 2 concise sentences. See instructions)

Year 24 Request: \$ _____

Project Need: (What community need will your project address, how did you determine this need exists, and how will your project address the need?)

Outcome Performance Measurement

This section must be completed in order to be considered for funding

HUD is now requiring recipients of federal funding to assess the outcomes of programs and activities. A Performance Measurement System has been designed to establish and track measurable goals and objectives. All applicants selected for funding will be required to comply with the Performance Measurement System. Choose one objective and one outcome.

OBJECTIVES: The proposed activities meets which of the following goals: (Select only one)

Tip: When selecting an objective ask: 1) what is the purpose of the activity? 2) what is the larger community need to be addressed?

☐ **Create a suitable living environment**

This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services

☐ **Provides decent housing**

This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment

☐ **Creates economic opportunities**

This objective applies to the types of activities related to economic development, commercial revitalization, or job recreation

OUTCOMES: The proposed program will provide: (Select only one)

Tip: When selecting an outcome ask: 1) what changes are expected to occur in clients' lives and/or the community as a result of this activity?

☐ **Availability / Accessibility**

This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live

☐ **Improve affordability**

This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care

❑ **Improve sustainability**

This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods

Performance Measurement Outcome Statement

Summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project. Outcomes are the changes you expect to occur in clients' lives and/or community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from above) + activity (description) + objective

Examples: 52 households will have new access to public sewer for the purposes of creating a suitable living environment

7 households will be able to afford to live at units of rental housing which will be created through conversion of former mill building to a residence for the purpose of creating decent housing

250 unduplicated uninsured or under-insured persons will receive affordable outpatient health care through provision to provider agency of grant to assist with subsidy for the purpose of creating a more suitable living environment

1 public facility providing job training for handicapped adults will be rehabilitated for purposes of increasing accessibility to economic opportunity

Please provide an Outcome Statement for your project using the above format:

Project Location: (Please provide address where project will be physically implemented)

Street(s): _____

Census Tract(s): _____

Check here if City-wide: []

Please estimate the number of persons or households expected to benefit:

Housing: number of units, unit type, bedroom size, etc. _____

Public Service: unduplicated number of persons expected to benefit, type of target group (youth, elderly, large family, homeless, etc.) _____

Other: number of jobs to be created, public facility or business benefit _____

Please identify the primary beneficiaries this project will serve:

_____ Persons who are homeless
_____ Persons with physical disabilities
_____ Elderly
_____ At-risk youth
_____ Other (specify): _____

Time Frame: Indicate expected activity starting and ending dates for physical improvements projects, and the calendar duration and hours of operation for public service activities:

Primary Objective: The Primary Objective of CDBG is to benefit persons/ households of low and/or moderate income.

Will the proposed activity meet the Primary Objective?

- ☐ Yes
☐ No, this is a slums/blight activity
☐ No, this is an urgent community development need

If yes:

Describe how your proposed activity meets the primary objective.

Describe how you will document that at least 51% of the beneficiaries are low/or moderate income.

ADMINISTRATION

How do you intend to implement this activity?

Existing staff ☐ Yes ☐ No

New employees ☐ Yes ☐ No

Subcontracts ☐ Yes ☐ No

Please quantify:

FINANCIAL

Total Program / Operating budget for activity this Fiscal Year: \$ _____

Does the proposed project require financial support from other source(s)?

☐ Yes ☐ No

If yes, list amount of commitment:

Other federal funds \$ _____

State funds \$ _____

Private funds \$ _____

Other funds \$ _____ Source _____

Do any funding sources listed above require a city financed "match" as a condition of award? ☐ Yes ☐ No

If yes, what is the match requirement: \$ _____

Will the beneficiaries of the proposed project incur any costs as a condition of use or participation? ☐ Yes ☐ No

If yes, explain nature and amount: _____

Is the applicant or affiliate, subsidiary or parent organization thereof in arrears to the City of Northampton or the Commonwealth of Massachusetts for taxes of any kind?

☐ Yes ☐ No

Do you have a corporate seal? ☐ Yes ☐ No

INSTRUCTIONS FOR BUDGET A AND B

BUDGET A

Complete Budget A if you are requesting that Applicant staff and overhead costs directly related to carrying out the proposed activity be considered as eligible project costs. City department staff and overhead costs are ineligible for consideration.

Budget A shall reflect the Applicant's total budget. If the activity proposed to be carried out has been separately identified and reported on at the program level in audited Applicant financial statements, Budget A may be completed at the Applicant level.

It is not necessary to separately list each employee of the Applicant and their respective salary on Page 2 of Budget A if the information is not germane to the Applicant's proposal and would require additional sheets. In such instances, positions may be functionally grouped showing the total number of positions in each group and the respective salary expense. Positions, or portions thereof, specifically relating to the proposed project must always be listed separately. The totals on Page 2 must equal the salary line item amount on Page 1.

BUDGET B

Budget B is for anticipated third party project costs necessary to carry out the proposed activity.

BUDGET A

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICANT / PROGRAM BUDGET

ACTIVITY TITLE:

	CURRENT BUDGET		PROPOSED BUDGET	
	Total Budget	CDBG Allocations	Total Budget	CDBG Allocations
101 Salaries				
102 Fringes				
103 Equipment				
104 Equip. Rental				
105 Supplies				
106 Telephone				
107 Advertising				
108 Postage				
109 Insurance				
110 Space				
111 Utilities				
112 Dues/Subscriptions				
113 Legal Consultants				
114 Accounting Costs				
115 Other Consultants				
116 Printing				
117 Contract Services				
118 Grand Total				

BUDGET A

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICANT / PROGRAM BUDGET

ACTIVITY TITLE:

101 Salaries: Identify Full Time (FT) and Part Time (PT) Positions

	CURRENT BUDGET		PROPOSED BUDGET	
Title of Position Indicate FT / PT	Current Salary	CDBG Portion	Proposed Salary	CDBG Portion

Total

	Current Fringes	CDBG Portion	Proposed Fringes	CDBG Portion
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F.I.C.A.

Medical Insurance

Life Insurance

Other (Specify)

Total

BUDGET B

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICANT / PROGRAM BUDGET

ACTIVITY TITLE:

Estimated Total
Project Cost

Proposed
CDBG
Contribution

1. Property Acquisition:
2. Architect/Engineering:
3. Clearance:
4. Construction:
5. Materials:
6. Relocation:
7. Site Work:
8. Other:
9. Grand Total:

BUDGET B

1. Explain the basis for the estimated costs:

2. Indicate source(s) and degree of commitment of non-CDBG funds, if applicable:

3. Is this a currently uncompleted CDBG activity?
☐ Yes ☐ No

If yes, indicate when and how much CDBG funding was previously allocated and the status of this activity: